

2002 Consolidated Maricopa HUD McKinney Regional Continuum of Care Application

Local Guidelines

April 12, 2002

Note: The purpose of this document is to clarify the parameters, principles, and rating criteria for the Continuum of Care Consolidated Application to the U.S. Department of Housing and Urban Development (HUD) for the 2002 Continuum of Care Homeless Assistance competition for Homeless Assistance Grants.

This document includes: (a) major points from the HUD NOFA affecting our local application process and timeline; (b) an explanation of roles played by different entities in the local application process; (c) milestones for Applicants and Project Sponsors; (d) Continuum of Care principles and priorities for the 2002 competition; and (e) the rating criteria and ranking process.

About the Application Process: What HUD Says

Application Process:

The U.S. Department of Housing and Urban Development (HUD) released its Super Notice of Funding Availability (SuperNOFA) for Continuum of Care Homeless Assistance Programs (McKinney Act) on March 26, 2002. Important SuperNOFA information can be downloaded from the HUD website:

www.hud.gov/offices/adm/grants/nofa/grpthap.cfm

To access the Continuum of Care section of the NOFA: Scroll down to "NOFA/Program Section" and select in either Text or PDF format.

To access the 2002 Application: Scroll down to "2002 Application" and select. Once on this new screen, you can scroll down and select from Continuum of Care Homeless Assistance:

- Supportive Housing
- Shelter Plus Care
- Section 8 Moderate Rehabilitation Single Room Occupancy for Homeless Individuals (SRO)

If you cannot access the NOFA or the documents, you can obtain a paper copy from MAG by contacting Charlene Moran Flaherty, telephone and e-mail address shown on page 15 of these Local Guidelines.

About \$950 million is available nationally, including funding for Supportive Housing, Shelter Plus Care, and Section 8 Moderate Rehabilitation Single Room Occupancy.

The 2002 Continuum of Care competition will be the third year that

the Continuum of Care will submit a Consolidated Application to HUD. MAG compiles and submits the application to HUD on behalf of a number of Applicants and Project Sponsors seeking funds. Additionally, several Applicants which participate in the Continuum of Care submit Associated Applications to HUD for Continuum of Care funding. Last year, Applicants which submitted Associated Applications and adopted the Continuum of Care's Exhibit 1 included Arizona Behavioral Health Corporation, Arizona Department of Commerce, City of Phoenix, Chicanos Por La Causa, Save the Family Foundation, United Methodist Outreach Ministries (UMOM) and YWCA of Maricopa County.

The target date for submitting our Consolidated Application to HUD **June 19, 2002.**

Eligible Applicants:

The competition is open to existing HUD McKinney grantees whose projects expire in calendar year 2003 and to new projects. If a renewal project fails to receive funding in the 2002 competition, it will not be eligible for renewal in the 2003 competition unless found eligible for an extension by the HUD field office.

Please read the NOFA, Application documents, and HUD's Questions and Answers (see HUD website address and downloading instructions on p. 1 of these Local Guidelines) carefully for more details on the various HUD programs included in the competition and details on eligibility.

Rank Order Required:

HUD requires that the projects included in the Consolidated Application and Associated Applications be listed in priority rank order from highest priority to lowest priority. Generally, this priority will mean, for example, that if HUD has funds available to award only 8 out of 10 proposed projects, it will award funding only to the first 8 eligible projects listed.

However, there are some exceptions. For example, Congress has directed HUD to use **30 percent of the funds for permanent housing**, which includes (1) new Shelter Plus Care projects (2) Section 8 Single Room Occupancy (SRO) projects and (3) new and renewal projects designated as permanent housing for homeless persons with disabilities under the Supportive Housing Program. Therefore, non-permanent housing projects in an application may be skipped over by HUD in order to fund lower ranked priority permanent housing projects.

Special Incentive:

As in last year's competition, HUD has a special incentive to promote permanent housing. If a new permanent housing project is in the number one priority slot on the priority list, then the full amount of that project's eligible activities, up to \$500,000, will be added to our final pro rata need amount (translation: we can get up to an "extra" \$500,000 that we otherwise would not receive). Permanent housing projects not selected as the number one rated project for purposes of the bonus will remain in their original ranked position.

**HUD Programs
Included:**

Three homeless assistance programs are included in this application process and are described in more detail below. A person must be homeless in order to receive assistance under these homeless programs.

HUD states that a person is considered homeless only when he or she resides in one of the following places:

- in places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings
 - in an emergency shelter
 - in transitional or supportive housing for homeless persons who originally came from the streets or emergency shelter
 - in any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution
 - is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing
 - is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and he or she lacks the resources and support networks needed to obtain housing.
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- The Shelter Plus Care program and the permanent housing component of the Supportive Housing Program may only serve people who are homeless and have a disability. A disability may be physical, mental (including developmental), or emotional impairment, including impairment due solely to alcohol or drug abuse. Persons living with HIV/AIDS are considered disabled for purposes of these programs.

Supportive Housing Program (SHP). Funds may be used to acquire, rehabilitate, construct or lease facilities for transitional housing and for permanent housing for persons with disabilities, pay operating costs of the housing, and provide a range of supportive services. SHP projects may be funded for up to three years of services. Eligible applicants are: units of government, non-profits, tribes, public housing authorities.

Shelter Plus Care (S+C). Rental assistance for homeless persons with chronic disabilities in connection with supportive services funded from outside sources. Rental assistance can be tenant-based, sponsor-based or project-based or for Single Room Occupancy (SRO) units. Eligible applicants are States, units of general local government, public housing authorities.

Section 8 Moderate Rehabilitation for Single Room Occupancy Dwellings for Homeless Individuals (SRO). Rental assistance for homeless people who will live in moderately rehabilitated SRO housing. The rental assistance covers operating expenses of the housing plus the debt service for the

rehabilitation financing. SRO Moderate Rehabilitation Projects are funded for 10 years. A public housing authority (PHA) is the only eligible applicant; private non-profits must subcontract with a PHA to administer rental assistance. SRO renewals are not included in this competition.

Please Note: emergency shelter, homeless prevention activities, and support for permanent housing for non-disabled persons are not eligible activities under any of these programs.

Important Information for the 2002 Competition – From HUD

S+C Renewals

Shelter Plus Care renewals expiring in 2003 will again be funded non-competitively for one year through a separate fund set aside by HUD. S+C renewals must be submitted as part of our Continuum of Care application, but will not count against our region's pro rata need amount.

Discontinuance of Tiering Strategy for Renewals

HUD states that since applicants are now able to closely calculate their Continuum of Care's total pro rata need amount using information provided by HUD, and since there is no longer a need to carry the large cost burden imposed by S+C five-year renewals, the tiering of projects (splitting a project into two or more projects by year or by units) on the Continuum's priority list is no longer permitted. SHP projects must be listed in the Continuum of Care's priority chart for 1, 2 or 3 year budgets.

As a result, we are requesting Project Sponsors to submit a one-year budget in the initial application due May 8, 2002.

Project Sponsors whose applications are approved by the Continuum of Care for more than one year will be asked to revise their applications to cover a two or three year period. **Exception: A Project Sponsor submitting an application for a new SHP permanent housing project may elect to submit one, two or three year budget.** Such a Project Sponsor recognizes that the project will receive a lower priority ranking but is willing to accept that risk in exchange for the possibility that HUD will need to select lower ranked permanent housing projects to meet the national requirement that 30% of Continuum of Care funding needs to go to permanent housing.

Renewal Project Budget Adjustments

Last year, HUD re-instituted budget increase caps of up to 5% over the last year's budget for renewal projects. This year, the maximum renewal amount is the average of the yearly total McKinney Grant of the project being renewed plus 5% for administrative costs.

SHP Renewal Quality Threshold

Last year, HUD stated that projects submitted for renewal funding under SHP would be considered to have met project quality threshold requirements through their previously approved grant application. This year, performance review standards have been

included for renewal projects.

All renewal projects, except those funded for the first time in 2001, must demonstrate in the Annual Performance Report satisfactory performance toward substantially achieving their program goals and assisting clients to obtain mainstream program benefits.

All new supportive services only projects and SHP renewal supportive services only projects must describe how they are assisting participants to access permanent housing and achieve self-sufficiency.

All new projects and SHP renewal projects must have a specific plan for ensuring that all clients will be assisted to obtain mainstream program benefits.

In order for the Valley of the Sun United Way (VSUW) Rating and Ranking Committee to have the same information for all projects, new and renewal, so that it can conduct a fair evaluation, **the Continuum of Care is requiring SHP renewals to complete the entire Project Narrative section of the HUD application for use by the VSUW Rating and Ranking Committee.**

**“Mainstream”
Programs**

Applicants are now required to coordinate and integrate mainstream programs (Welfare to Work, Medicaid, TANF, etc.) into their homeless delivery systems. Additionally, Continuums of Care must have Continuum-wide strategies to coordinate homeless programs with mainstream programs and are required to provide information regarding the amount and type of assistance from non-McKinney Act sources including six new categories of resources for the prior two years. HUD is requiring all Applicants to submit certification of Coordination and Integration of Mainstream Programs.

**Homeless
Management
Information Systems
(HMIS)**

In 2001, the Continuum was awarded funds to develop a Homeless Management Information System over the next two years. In 2002, the Continuum is required to provide a narrative detailing the community's progress toward implementing a Homeless Management Information System. Progress toward this goal will be a factor in the ratings.

**Public Institution
Releases**

All state and local government Applicants must submit Discharge Policy certifications stating that they are developing policies and protocols with public institutions—corrections, foster care, health care, etc.—to prevent discharges from causing homelessness.

New state and local applicants are required to describe protocols and/or policies that have been developed and implemented regarding discharges from public institutions as well as indicate how the changes have or will prevent discharges resulting in homelessness.

B. Roles

Maricopa Association of Governments (MAG)

MAG prepares and submits the Consolidated Application. We facilitate the process for the rating and rank order of the project applications. We also prepare Exhibit I – the Continuum of Care narrative.

The final rank order of the application is approved by the Continuum of Care Regional Committee on Homelessness.

Applicant

An entity that applies to HUD for funds and submits an SF 424 form and other required Applicant certification forms. If selected for funding, the Applicant becomes the **Grantee** and is responsible for the overall management of the grant, including drawing grant funds and distributing them to Project Sponsors. The Applicant may also be a Project Sponsor.

Applicants are responsible, in conjunction with their associated Project Sponsors (if any), for complete and timely preparation of their HUD Application and Continuum of Care Supplemental Application for their project, and also must supply any additional information as requested by the Continuum of Care in support of the preparation of Exhibit I (the Continuum of Care narrative).

All Applicants and Project Sponsors will be given an opportunity to review and comment on the proposed rank order of the proposed project before it is approved by the Regional Committee.

An Applicant is eligible to apply for renewal funding only if it currently has a signed contract directly with HUD.

Project Sponsor

An entity (non-profit organization, local government, housing authority, etc.) which actually operates the McKinney project. Each Project Sponsor must associate itself with an Applicant, unless the Project Sponsor is itself an Applicant. A Project Sponsor and its associated Applicant, if any, must work together so that the HUD Application and Continuum of Care Supplemental Application for their project are submitted to the Continuum in a timely manner.

Regional Committee	The Continuum of Care Regional Committee on Homelessness is a broadly representative group of non-profit organizations, homeless service providers, the faith community, government staff, elected officials, the business community, and homeless and formerly homeless people in Maricopa County. The Regional Committee determines the overall strategy for the annual McKinney application and the year-round homeless planning process for our region.
Planning Subcommittee	A subcommittee of the Regional Committee charged with year-round homeless planning for the Maricopa County region, including setting community priorities, establishing best practices, and reviewing the Continuum of Care's mission, vision, values and goals.
Strategic Ranking Subcommittee	A subcommittee of the Regional Committee that reviews the rating results from the Valley of the Sun United Way Rating and Ranking Committee, guidance from the NOFA (e.g., special incentives), and the local guidelines of the McKinney application, and then recommends a final rank order of the application for approval by the Regional Committee. The purpose of this final rank ordering is solely to improve the opportunity for funding to the community and/or to increase the number of projects that may be considered by HUD for funding.
Valley of the Sun United Way (VSUW) Rating and Ranking Committee	The Valley of the Sun United Way (VSUW) coordinates and staffs the work of this independent committee, which is comprised of volunteers with knowledge about homelessness and which reviews and rates the applications submitted by individual Project Sponsors or Applicants. To insure the independence of the Rating and Ranking Committee, no member may be affiliated with an Applicant or Project Sponsor, or serve as a member or alternate member on the Regional Committee.
John Epler	Mr. Epler is a consultant retained by the Continuum of Care to advise on HUD requirements, assist with the local application process, and provide application training to service providers intending to submit an application for McKinney funds. Mr. Epler has assisted the Continuum of Care for the past two years.

Important Application Dates for Applicants/Project Sponsors

APPLICATION TRAINING FOR APPLICANTS/PROJECT SPONSORS

Tuesday, April 16, 2002 – 9:00 a.m. – 11:30 a.m.

Training by consultant John Epler for Renewal Project Applicants

Location: Maricopa Association of Governments
302 N. 1st Avenue
Phoenix, AZ 85003

Tuesday, April 16, 2002 – 1:00 p.m. – 4:00 p.m.

Training by consultant John Epler for New Project Applicants

Location: Maricopa Association of Governments
302 N. 1st Avenue
Phoenix, AZ 85003

Wednesday, April 17, 2002 – 8:00 a.m. – noon

Individual appointments available for 1-on-1 technical assistance with John Epler. These appointments will be set up on request after each workshop on March 20.

Location: Maricopa Association of Governments
302 N. 1st Avenue
Phoenix, AZ 85003

PROJECT APPLICATIONS DUE TO MAG

Due Date: **Monday, May 8, 2002, no later than 12:00 p.m.**

Submit to: Charlene Moran Flaherty
Maricopa Association of Governments
302 North 1st Avenue, Suite 300
Phoenix, AZ 85003
(602) 254-6300
cflaherty@mag.maricopa.gov

Parking is available under the building.

Clearly mark on outside of envelopes: **“NOFA Application”
and the name of your organization**

Application Requirements

- Must comply with instructions from these Local Guidelines, including number of paper copies and disk submittal.
- Must include all documents/forms required, with necessary signatures.
- Must meet HUD threshold requirements, including eligible Applicant and Project Sponsor, eligible components, eligible activities, eligible populations, term of assistance, match requirements, etc.

How Many and in What Form

- **10** unbound paper copies of your application (one master plus 9 additional copies).

- An electronic version of your application on a 3.5" disk in Microsoft Word, labeled with the Applicant name, project name, and file names.
- **Faxes will not be accepted**

TECHNICAL DEFICIENCY NOTIFICATIONS DUE TO APPLICANTS/PROJECT SPONSORS

Due Date: **Monday, May 13, 2002**

Action: John Epler conducts a Technical Review to determine if your application meets the application requirements outlined above. MAG notifies Applicants/Project Sponsors of any technical deficiencies by Monday, May 13, 2002. Applicants/ Project Sponsors have three (3) days to correct the technical deficiencies.

Please note that corrections may be required at the direction of MAG if required to ensure that the final application to HUD complies with federal requirements on otherwise eligible projects.

TECHNICAL DEFICIENCY CORRECTIONS DUE TO MAG FROM APPLICANTS/ PROJECT SPONSORS

Due Date: **Thursday, May 16, 2002, no later than 5:00 p.m.**

Submit to: Charlene Moran Flaherty
Maricopa Association of Governments
302 North 1st Avenue, Suite 300
Phoenix, AZ 85003
(602) 254-6300
cflaherty@mag.maricopa.gov

Clearly mark on outside of envelopes: **"NOFA – Application Technical Corrections"** and the name of your organization.

Action: Submit corrections as outlined in the technical deficiency notification.

How Many and in What Form

- Cover memo detailing the corrections made, siting section and page numbers.
- 10 unbound paper copies of your corrected application (1 master plus 9 additional copies).
- An electronic version of your corrected application on a 3.5" disk in Microsoft Word, labeled with the Applicant name, project name and file names
- **Faxes will not be accepted.**

Failure to Meet Deadline or Make Requested Corrections

Your project will be excluded from further consideration by the VSUW Rating and Ranking Committee. **THERE ARE NO APPEALS TO THE TECHNICAL REVIEW DETERMINATION.**

ORAL PRESENTATIONS BY APPLICANTS/PROJECT SPONSORS

Dates: Tuesday and Wednesday, May 28 and 29, 2002

Action: As part of the VSUW Rating and Ranking process, an Applicant or associated Project Sponsor may make an oral presentation for its proposed project to the Rating and Ranking Committee prior to final scoring. Each oral presentation shall be limited to five (5) minutes, with no more than five (5) minutes of questions from the Rating and Ranking Committee. **Unless otherwise requested by the Rating and Ranking Committee, Applicants or Project Sponsors may utilize their oral presentations only to highlight their applications, not to present new information or documentation.** Attendance at the oral presentation is open to any interested individuals or agencies.

NOTIFICATION OF FINAL SCORES TO APPLICANTS/PROJECT SPONSORS

Due Date: Thursday, May 30, 2002

Action: The VSUW Rating and Ranking Committee will provide written notification to all Applicants and Project Sponsors of their scores. Notification will be provided by fax or e-mail.

REQUEST FOR APPEAL BY APPLICANT/PROJECT SPONSOR

Due Date: Monday, June 3, 2002, no later than 4:00 p.m.

Action: An Applicant or Project Sponsor may request an appeal of its score to the VSUW Rating and Ranking Committee. **The request must be made in writing (faxes and e-mails are acceptable).** Only appeals based on fact will be considered.

Submit to: Joyce Lopez-Powell
Valley of the Sun United Way
1515 E. Osborn
Phoenix, AZ 85014
e-mail: jlopezpowell@vsuw.org
fax: 602-776-3323

If you are delivering your written appeal, parking is available on the south and west sides of the building. Clearly mark on outside of envelope: **"NOFA - Request for Appeal"** and the **name of your organization.**

APPEALS REVIEW (IF NECESSARY)

Date: Tuesday, June 4, 2002

Action: The VSUW Rating and Ranking Committee will review any written appeals submitted by Applicants or Project Sponsors as required above. Only appeals based on fact will be considered.

COMPLETED RANKINGS REPORTED TO MAG

Date: Tuesday, June 4, 2002
Action: The VSUW Rating and Ranking Committee will report its completed project rating and ranking to MAG.

STRATEGIC RANKING PROCESS

Date: Friday, June 7, 2002
Action: MAG convenes the Strategic Ranking Subcommittee of the Regional Committee to review the rating and ranking of projects submitted by the VSUW Rating and Ranking Committee. The Strategic Ranking Subcommittee may revise the ranking of projects solely to improve the opportunity for funding to the community and/or to increase the number of projects that may be considered by HUD for funding. Applicants or Project Sponsors with projects affected by the changes will be notified, so that they can be available for discussion at the Regional Committee meeting on June 17, 2002. This process will NOT re-score any applications.

CONTINUUM OF CARE REGIONAL COMMITTEE ON HOMELESSNESS REVIEWS/ ACTS UPON THE APPLICATION

Date: Monday, June 17, 2002
Action: The Continuum of Care Regional Committee on Homelessness reviews and acts upon the proposed Consolidated Application, including the ranking of projects proposed by the Strategic Ranking Committee.

MAG SUBMITS CONSOLIDATION APPLICATION TO HUD

Date: Wednesday, June 19, 2002

Continuum of Care Principles and Priorities for the 2002 Application

As the facilitator of the local Consolidated Application process, the Continuum of Care strives for a fair and efficient process. Please keep in mind that certain requirements come from HUD and we must comply with them. In addition to HUD requirements, our local Continuum of Care planning process has established the following principles and priorities for this year's application process.

Open to renewal and new project requests, but preservation of the existing, successful housing and services is prioritized. The Continuum of Care McKinney application process is open to applications for new project funding and renewal funding. However, Applicants and Project Sponsors are strongly advised that it is difficult for new projects to get funded through this process, except for new permanent housing projects to which HUD is giving special priority this year (see Items 5 and 6 below). See the

rating and scoring elements at the end of this document to understand the extent of preference that is given to renewals.

Among new project requests, favorable consideration will be given to those that respond to the need for housing and services specific to substance abuse.

Geographic distribution. The geographic area covered by our Continuum of Care planning is all of Maricopa County. Because homelessness exists in all parts of the county, the annual Continuum of Care McKinney application process will encourage the use of McKinney resources in all parts of Maricopa County according to need, especially for new projects outside downtown Phoenix. It will also encourage distribution of McKinney resources across subpopulations of the homeless according to need.

Past performance matters. Favorable consideration will be given to projects that provide the type and level of services intended and show positive results (outcomes). Factors to be reviewed: a) the project serves the proposed target population; b) the project provides the type and level of services proposed; and c) the program stays at or close to full capacity. Favorable consideration will also be given to projects which demonstrate that they are meeting HUD goals of homeless persons obtaining and remaining in permanent housing; increasing skills and/or income; and achieving greater self-determination.

Collaboration and Coordination. Agencies that are funded through the Continuum of Care must demonstrate a willingness to collaborate with the goal of increasing the coordination and effectiveness of programs and services.

Priority for Keeping Housing Doors Open. In rating applications for new and renewal funding requests, highest priority will be given to projects whose primary activity with McKinney funds is to provide housing or otherwise helps keep the doors of a housing program open. This means that lower priority will be given to those supportive services that have a less direct connection to the provision of housing and housing-related services. Examples of supportive services that may have a less direct connection to the provision of housing and housing-related services are health care services, treatment for mental illness, drug/alcohol treatment services, HIV/AIDS treatment, child care, employment and education services, hygiene services, outreach and referral, and others.

Responsive to Special Incentive. The HUD special incentive for new permanent housing for the disabled is consistent with the Continuum of Care priority for new permanent housing. Therefore, the highest ranked project meeting the criteria for the incentive per HUD may be placed in the number one priority slot with a grant request of up to \$500,000. The Strategic Ranking Subcommittee will determine whether the project meets the HUD criteria and is an appropriate candidate for the special incentive.

Responsive to Congressional Mandate: Congress has directed HUD to use 30 percent of the Continuum of Care funds for permanent housing, and therefore non-permanent housing projects in an application may be skipped over by HUD in order to fund lower ranked priority permanent housing projects. This Congressional priority in fact greatly impacted funds awarded to our region in the past. (December 2000 grant announcement). Permanent housing is also a local priority and will be considered a priority for local review and ranking.

Rating and Ranking Process

To develop the 2002 Consolidated Application for McKinney funds, MAG will conduct an application and project ranking process that includes both renewal and new projects. All

applications will be evaluated against criteria to determine 1) if the proposed project passes the technical review, and 2) where the proposed project will be rank ordered. Projects at the bottom of the priority ranking are unlikely to be funded.

Step 1: Threshold Technical Review

John Epler, consultant to the Continuum of Care, will perform a Technical Review of your application to determine the following:

- Thresholds:
- Is your HUD Exhibit complete?
- Is your Supplemental Application complete?
- Are all necessary signatures provided?
- Do you and your project meet HUD eligibility requirements for:
- Project sponsorship?
- Activities?
- Populations to be served?
- Term of assistance (number of years)?
- Fund matching requirements?
- Certification of Consistency with the Consolidated Plan – form HUD-2991 (if required)?
- Any other technical (not content) requirements?
- Does your renewal project demonstrate satisfactory performance toward achieving programs goals?
- Does any new supportive services project and SHP renewal supportive services project assist participants to access permanent housing and achieve self-sufficiency?
- Does any new project and SHP renewal project have specific plans for ensuring that all clients will be assisted to obtain mainstream program benefits?
- Does your renewal project demonstrate in the Annual Performance Report that you have assisted clients to obtain mainstream program benefits?

MAG will notify Applicants/Project Sponsors of technical deficiencies by May 13, 2002. Technical Deficiency Corrections must be submitted to Maricopa Association of Governments no later than May 16, 2002. (See Important Application Dates for Applicants/Project Sponsors on p. 8 of these Local Guidelines.)

- If the application passes the Technical Review (including submittal of satisfactory corrections within the time required), it will be reviewed and rated by the Valley of the Sun Rating and Ranking Committee and included in the Consolidated Application. If the application does not pass the Technical Review, you will be notified and your project will be excluded from further consideration by the Rating and Ranking Committee.

Step 2: Valley of the Sun United Way Rating and Ranking Committee Review

The Valley of the Sun United Way Rating and Ranking Committee is an independent committee comprised of volunteers with knowledge about homelessness which reviews and rates the applications submitted by individual Applicants or Project Sponsors. To insure the independence of the Rating and Ranking Committee, no member may be affiliated with an Applicant or Project Sponsor, or serve as a member or alternate member on the Regional Committee. These Committee members will disclose in writing any conflict of interest and will agree to certain standards of conduct as a member of the VSUW Rating and Ranking Committee.

The Rating and Ranking Committee will review only the following information for each application:

- Required portions of the HUD Application
- Supplemental Application information requested by the Continuum of Care
- Oral presentation by the Applicant/Project Sponsor
- Any additional information requested by the Rating and Ranking Committee

Using the above information, applications will be rated against the following seven (7) criteria.

- Quality and Impact
- Need
- Integrity
- Capacity/Readiness
- Cost Effectiveness/Budget Reasonableness
- Consistency with Local Strategies and Linkages
- Leverage of Other Funds and Prior Funders Impact

The Rating and Ranking Committee may divide itself into panels of 3 or more Committee members to review groups of applications and to generate a score for each application. Oral presentations by Applicants/Project Sponsors will be given to the entire Rating and Ranking Committee, with no more than five (5) minutes allocated for each presentation and no more than five (5) minutes allocated for questions by the Rating and Ranking Committee. The Rating and Ranking Committee as a whole will develop a proposed ranking of the applications.

In addition to scoring your application, the Rating and Ranking Committee may provide you with suggested or required follow-up for future renewals. If you are required to follow up on certain issues related to your project, you will be asked in your next application to report on the steps you have taken to overcome whatever problems or concerns were identified by the Rating and Ranking Committee. Failure to adequately address any such issues may result in points being deducted from your score when you are next up for renewal.

You will be notified of your score by fax or e-mail by May 30, 2002. If you wish to appeal your score, you must submit a written appeal to Joyce Lopez-Powell of the Valley of the Sun United Way by June 3, 2002. Ms. Lopez-Powell's address, fax number, and e-mail address are listed on p. 10 of these Local Guidelines. Any appeals will be reviewed by June 4, 2002. The Rating and Ranking Committee will report its final scores and recommended ranking of projects to MAG on June 4, 2002.

Step 3 Strategic Ranking Subcommittee

Next, the Strategic Ranking Subcommittee of the Regional Committee will convene on June 7, 2002 to review the Rating and Ranking Committee's report. The Strategic Ranking Subcommittee will be comprised of 3-5 members of the Regional Committee and will include individuals whose organizations have not submitted a McKinney application for this year. These Subcommittee members will disclose in writing any conflict of interest and will agree to certain standards of conduct as a member of the Strategic Ranking Subcommittee. The Strategic Ranking Subcommittee may elect to adjust the score-based rank order for the following reasons:

Strategic placement of projects that respond to HUD special incentives

Other considerations that may increase the number of projects to be considered by HUD for funding.

The Strategic Ranking Subcommittee will not re-score any applications. The Strategic Ranking Subcommittee will generate the final recommended rank order and forward it to the Continuum of Care Regional Committee on Homelessness. Applicants affected by any changes in rank order recommended by the Strategic Ranking Subcommittee will be notified and given an opportunity to discuss concerns regarding the ranking change with the Regional Committee at its June 17, 2002 meeting. The Regional Committee will then act on the Strategic Ranking Committees recommendation at its June 17, 2002 meeting.

Your 2002 Application Contact

If you have any questions about this year's application process, please contact:

Charlene Moran Flaherty
Homeless Planner II
302 North 1st Avenue, Suite 300
Phoenix, AZ 85003
MAG Office Phone (602) 254-6300
MAG Office Fax: (602) 254-6490
e-mail: cflaherty@mag.maricopa.gov

